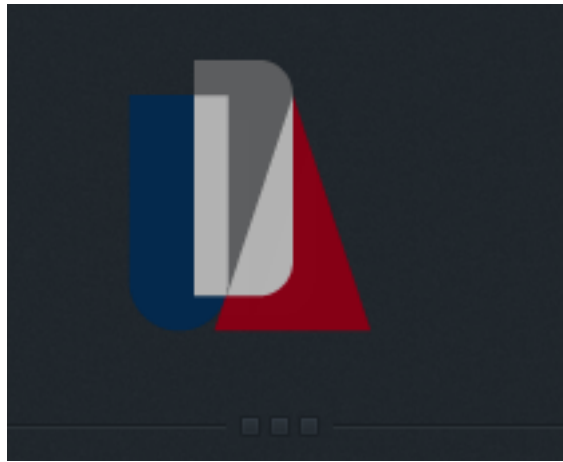


USER MANUAL

iHRM 2.0



USER MANUAL
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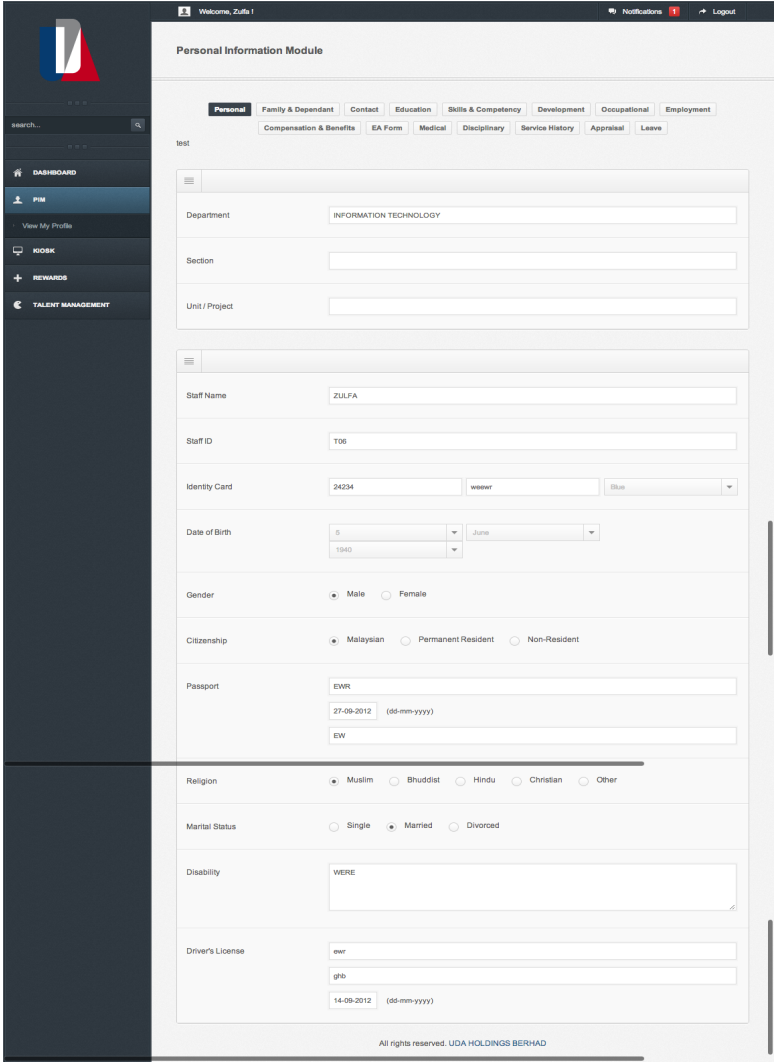
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INTRODUCTION

INTRODUCTION	This user manual is designed and developed for UDA personnel on how to use and apply the iHRM system in their workforce.
WHAT IS COVERED IN THE USER MANUAL?	The user manual covers all the procedures on how to use the system on each of the panel. It covers step-by-step procedure on how to use each panel. The procedures are made user-friendly and easy to use.
HOW CAN THE USER GET THE ONLINE HELP AFTER TRAINING?	The user needs to click at HELP button and search for the related topics.

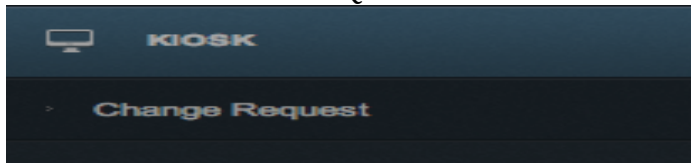
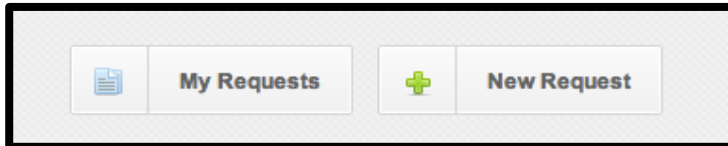
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MODULE 1 : PERSONAL INFORMATION MANAGEMENT (PIM)

WHAT IS PIM?	PIM is the panel where you can see you personal data. You are also allowed to change and update certain information on you personal data.
WHAT ARE THE DATA THAT YOU ARE ALLOWED TO CHANGE?	<p>The data that you are allow to change are:</p> <ul style="list-style-type: none"> ➤ Address ➤ Contact Number ➤ Status ➤ Spouse (Family Details)
HOW IS THE PANEL APPEARS?	<p>The panel will appear as below:</p> 

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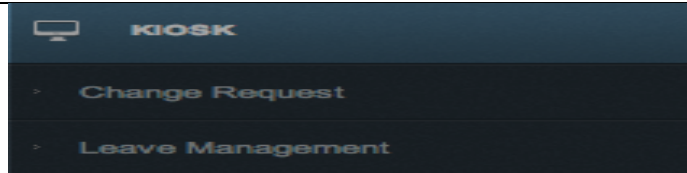
MODULE 2: KIOSK

KIOSK	<p>KIOSK is the panel which consist of:</p> <ul style="list-style-type: none"> ➤ Change Request ➤ Leave Management ➤ Vehicle Booking ➤ Outpatient Claim ➤ Loan and Subsidy ➤ Travel and Accommodation ➤ Company Accommodation ➤ Manpower Request(Only for HOD and Process Owner)
WHAT YOU ABLE TO DO IN KIOSK PANEL?	<p>In the KIOSK Panel your are able to:</p> <ul style="list-style-type: none"> ➤ Request to change your personal data ➤ Apply leave online ➤ Book vehicle online ➤ Manage your claims online ➤ Apply loan (Car, Computer & Housing) ➤ Apply and request travel and accommodation online ➤ Apply and request company accommodation online ➤ Request manpower online(only for HOD)
WHAT IS CHANGE REQUEST PANEL?	<p>Change Request Panel is where you can edit and update your personal data.</p>
HOW DO YOU CHANGE AND UPDATE THE INFORMATION?	<p>Below are the steps to change or update the information:</p> <ul style="list-style-type: none"> ➤ Click at KIOSK ➤ Click at CHANGE REQUEST  <p>The screenshot shows a dark blue header with a monitor icon and the word 'KIOSK'. Below it, a dark blue button with the text 'Change Request' is highlighted.</p> <ul style="list-style-type: none"> ➤ Click at NEW REQUEST  <p>The screenshot shows a light gray button with a document icon, the text 'My Requests', a green plus icon, and the text 'New Request'. The entire button is enclosed in a black rectangular border.</p> <ul style="list-style-type: none"> ➤ Select ACTION eg. Edit Address

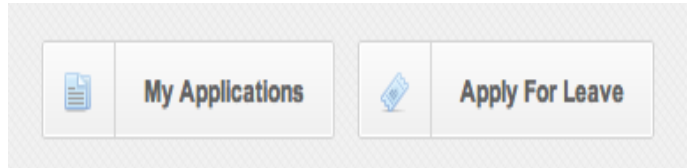
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	<div data-bbox="561 197 1316 331" data-label="Form"> </div> <ul style="list-style-type: none"> ➤ Type the information ➤ Click SUBMIT <div data-bbox="582 443 1316 589" data-label="Form"> </div> <p>Note: Your data will be updated.</p>
WHAT IS MY REQUEST BUTTON?	<p>My Request button is where you are able to see the status of all the changes on your personal data.</p> <div data-bbox="561 853 1316 985" data-label="Form"> </div>
HOW DOES THE SCREEN APPEAR?	<p>The screen will appear as below:</p> <div data-bbox="561 1137 1316 1386" data-label="Form"> </div>
WHAT IS LEAVE MANAGEMENT PANEL?	<p>Leave Management Panel is where you are able to apply your leave online. You are also able to see the current balance of your leave entitlement for all your leave types. You are able see the status of your application whether it is pending, accepted or rejected by your immediate superior.</p>
HOW CAN YOU APPLY LEAVE ONLINE?	<p>To apply leave online you need to:</p> <ul style="list-style-type: none"> ➤ Click at KIOSK ➤ Click at LEAVE MANAGEMENT

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- Click at APPLY FOR LEAVE



- You will see all your leave balance
- Scroll down until you see LEAVE APPLICATION FORM
- Click at TYPE OF LEAVE
- Select LEAVE TYPE

A screenshot of a web form titled 'Leave Application Form'. It features a label 'Type of Leave' followed by a dropdown menu with the placeholder text 'Please Select Leave Type' and a downward arrow.

- Click at DATE
- Select the DATE you want to take leave

A screenshot of a date selection interface. It shows a calendar with two dates highlighted: '01-10-2012' and '05-10-2012'. Below the calendar, it says 'No of days selected : 3 day(s)'.

- Type the REASONS

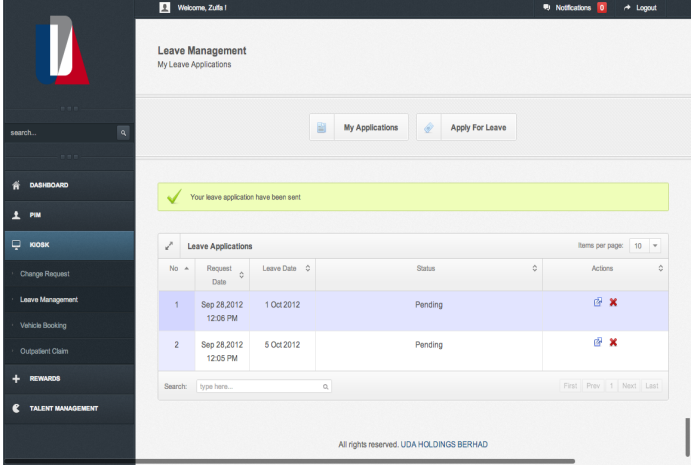
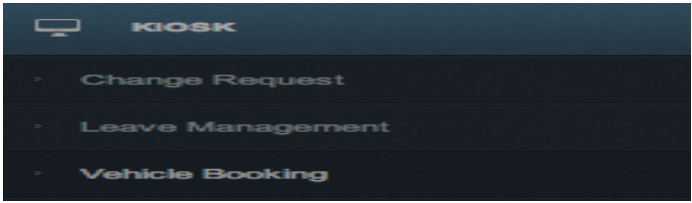

A screenshot of a text input area labeled 'Reason'. The placeholder text 'Please state your reason' is visible inside the input field.

- Click at SUBMIT

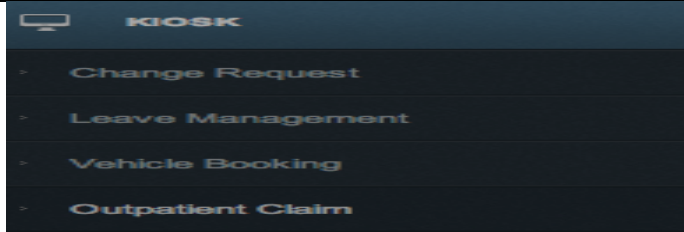
A screenshot showing two buttons side-by-side. The left button is red with the text 'CANCEL' in white. The right button is blue with the text 'SUBMIT' in white.

- You will see this screen

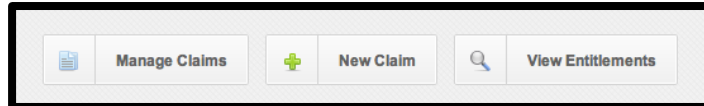
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WHAT IS VEHICLE BOOKING PANEL?	<p>Vehicle booking panel is where you can submit your request to use the company car for your business purpose.</p>
HOW CAN YOU REQUEST THE VEHICLE?	<p>To request the vehicle you need to:</p> <ul style="list-style-type: none"> ➤ Click at KIOSK ➤ Click at VEHICLE BOOKING  <ul style="list-style-type: none"> ➤ Click at BOOK A VEHICLE  <ul style="list-style-type: none"> ➤ The VEHICLE BOOKING FORM appear ➤ Select the DATE of DEPARTURE ➤ Select the DATE of ARRIVAL ➤ Type NO of PASSENGERS ➤ Select VEHICLE CHOICE ➤ Select DRIVER ➤ Select NO OF VEHICLE required ➤ Type the DESTINATION ➤ Type the PURPOSE of BOOKING

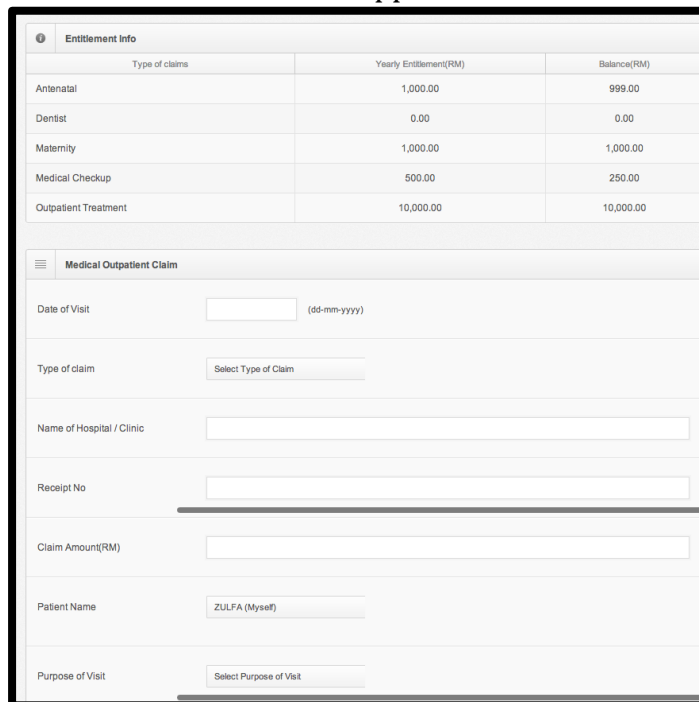
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- The MANAGE CLAIM STATUS screen will appear
- Click at NEW CLAIM



- The screen below will appear:

A screenshot of a "Medical Outpatient Claim" form. At the top, there's a section titled "Entitlement Info" containing a table with three columns: "Type of claims", "Yearly Entitlement(RM)", and "Balance(RM)". Below this is a form titled "Medical Outpatient Claim" with several input fields: "Date of Visit" (with a date picker), "Type of claim" (with a dropdown menu), "Name of Hospital / Clinic", "Receipt No", "Claim Amount(RM)", "Patient Name" (pre-filled with "ZULFA (Myself)"), and "Purpose of Visit" (with a dropdown menu).

Type of claims	Yearly Entitlement(RM)	Balance(RM)
Antenatal	1,000.00	999.00
Dentist	0.00	0.00
Maternity	1,000.00	1,000.00
Medical Checkup	500.00	250.00
Outpatient Treatment	10,000.00	10,000.00

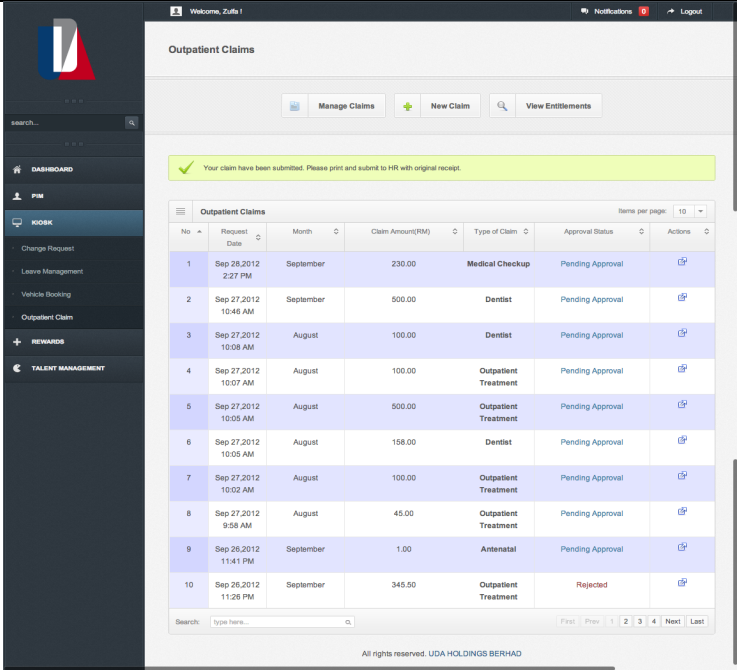
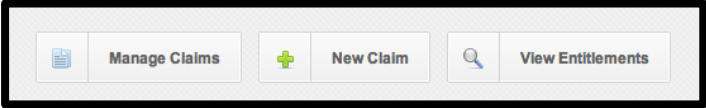
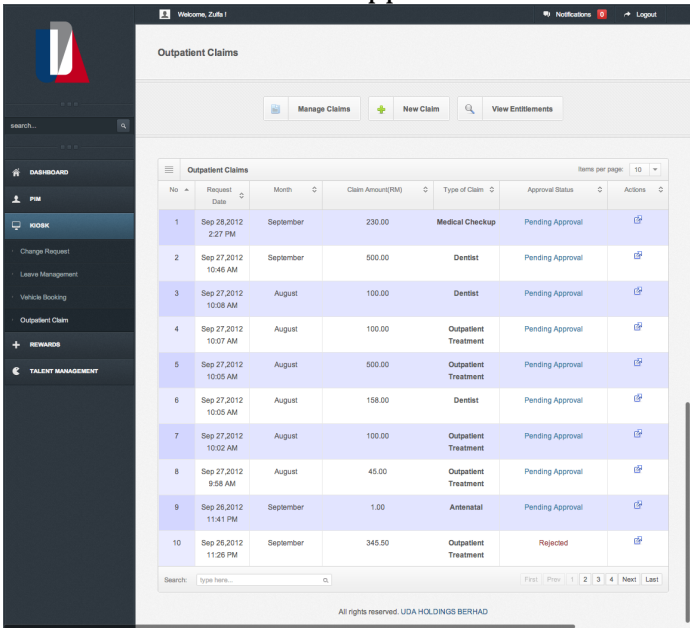
- Please click and fill up at every field
- Click at Submit



- The OUTPATIENT CLAIM screen will appear as below:

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<p>WHAT IS MANAGE CLAIM BUTTON?</p>	<p>Manage Claim button is where you can see the status of all claims that you have submitted.</p>
<p>HOW TO SEE THE CLAIM STATUS?</p>	<p>If you want to know the status of your claim, you need to:</p> <ul style="list-style-type: none"> ➤ Click at MANAGE CLAIM button  <ul style="list-style-type: none"> ➤ The screen below will appear: 

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WHAT IS VIEW ENTITLEMENT BUTTON?	View Entitlement Button is where you are able to view your current medical entitlement, claims and balance.																								
HOW DO YOU VIEW YOUR ENTITLEMENT?	<p>To view your entitlement you need to:</p> <ul style="list-style-type: none">➤ Click at VIEW ENTITLEMENT Button <div><div>Manage Claims</div><div>New Claim</div><div>View Entitlements</div></div> <p>➤ The screen below will appear:</p> <div><table><thead><tr><th>Type</th><th>Effective Entitlement</th><th>Claimed</th><th>Balance</th></tr></thead><tbody><tr><td>Antenatal</td><td>1,000.00</td><td>1.00</td><td>999.00</td></tr><tr><td>Dentist</td><td>0.00</td><td>0.00</td><td>0.00</td></tr><tr><td>Maternity</td><td>1,000.00</td><td>0.00</td><td>1,000.00</td></tr><tr><td>Medical Checkup</td><td>500.00</td><td>480.00</td><td>20.00</td></tr><tr><td>Outpatient Treatment</td><td>10,000.00</td><td>0.00</td><td>10,000.00</td></tr></tbody></table></div>	Type	Effective Entitlement	Claimed	Balance	Antenatal	1,000.00	1.00	999.00	Dentist	0.00	0.00	0.00	Maternity	1,000.00	0.00	1,000.00	Medical Checkup	500.00	480.00	20.00	Outpatient Treatment	10,000.00	0.00	10,000.00
Type	Effective Entitlement	Claimed	Balance																						
Antenatal	1,000.00	1.00	999.00																						
Dentist	0.00	0.00	0.00																						
Maternity	1,000.00	0.00	1,000.00																						
Medical Checkup	500.00	480.00	20.00																						
Outpatient Treatment	10,000.00	0.00	10,000.00																						
WHAT TYPE OF LOAN AND SUBSIDY CAN YOU APPLY ONLINE?	<p>The loan and subsidy that you can apply online are:</p> <ul style="list-style-type: none">➤ Car loan subsidy➤ Computer loan➤ Housing loan subsidy➤ Housing loan discount																								
HOW TO APPLY CAR LOAN (NEW)?	<p>To apply you need to:</p> <ul style="list-style-type: none">➤ Click at KIOSK➤ Click At LOAN AND SUBSIDY <div><div>KIOSK</div><div><div>Change Request</div><div>Leave Management</div><div>Vehicle Booking</div><div>Outpatient Claim</div><div>Loan & Subsidy</div></div></div>																								

USER MANUAL
iHRM 2.0

➤ The screen below will appear

Loans & Subsidy
Loans & Subsidy Applications

My Applications Apply For Loan

Loan Applications Items per page: 10

No.	Date Applied	Type	Status	Action
No data available in table				

Search: type here... First Prev Next Last

- Click at APPLY FOR LOAN
- Select LOAN TYPE
- Click at CAR LOAN
- The screen below will appear:

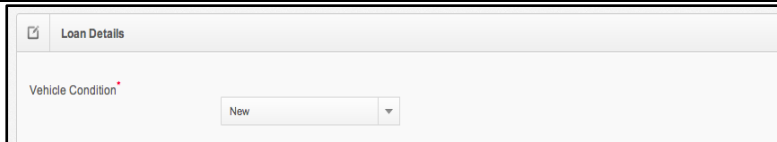
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- Click at VEHICLE CONDITION
- Select VEHICLE TYPE

- Click at NEW
- The screen below will appear:

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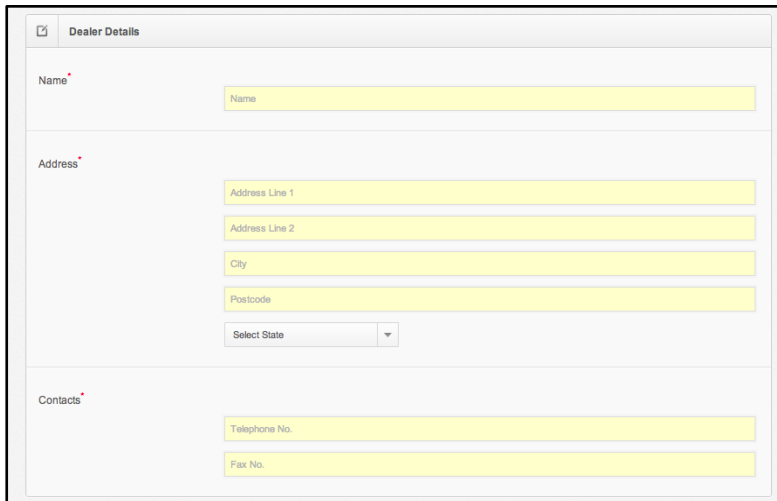
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Loan Details

Vehicle Condition*

- Type VEHICLE TYPE, press TAB to go to another field
- Type VEHICLE MODEL
- Type VEHICLE MADE
- Type YEAR MADE
- Type ENGINE CAPACITY
- Type SALE PRICE
- Fill DEALER DETAILS screen as below:



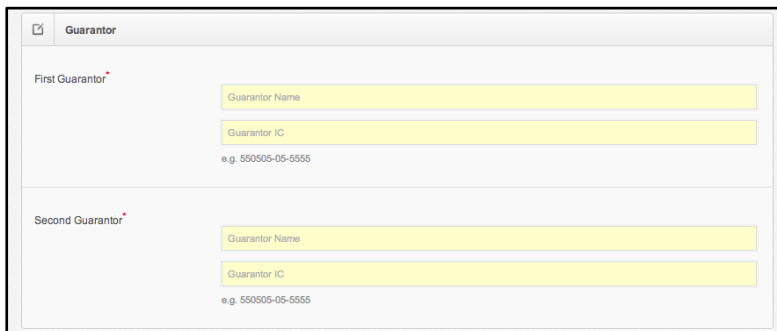
Dealer Details

Name*

Address*

Contacts*

- Type all the required fields
- Fill up the GUARANTOR screen details as below:



Guarantor

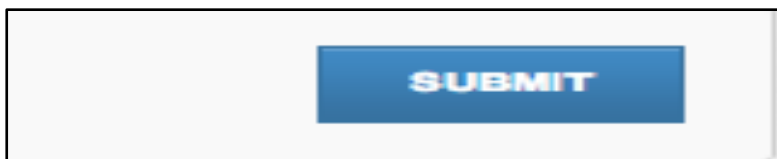
First Guarantor*

e.g. 550505-05-5555

Second Guarantor*

e.g. 550505-05-5555

- Click SUBMIT



SUBMIT

- The screen below will appear:

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- Your application has been submitted and will be process online

HOW TO APPLY CAR LOAN (USED)?

The procedures is the same as above for the beginning and you need to:

- Click at VEHICLE CONDITION
- Select USED/RECOND
- The screen below will appear:

- Fill up DEALER DETAILS screen
- Fill up GUARANTOR screen
- Click SUBMIT

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	<div><div>SUBMIT</div></div> <p>➤ The screen below will appear:</p> <div><div>✓ Your application have been submitted</div><div><div>Loan Applications</div><div>Items per page: 10</div><table><tr><th>No</th><th>Date Applied</th><th>Type</th><th>Status</th><th>Action</th></tr><tr><td>1</td><td>Oct 7, 2012 9:18 PM</td><td>Car Loan</td><td>Pending</td><td>View Details</td></tr></table><div>Search: type here...</div><div>First Prev 1 Next Last</div></div></div>	No	Date Applied	Type	Status	Action	1	Oct 7, 2012 9:18 PM	Car Loan	Pending	View Details
No	Date Applied	Type	Status	Action							
1	Oct 7, 2012 9:18 PM	Car Loan	Pending	View Details							
HOW TO APPLY COMPUTER LOAN	<p>To apply computer loan you need to:</p> <p>➤ Click at KIOSK</p> <p>➤ Click at LOAN AND SUBSIDY</p> <div><div>KIOSK</div><div><div>> Change Request</div><div>> Leave Management</div><div>> Vehicle Booking</div><div>> Outpatient Claim</div><div>> Loan & Subsidy</div></div></div> <p>➤ The screen below will appear:</p>										

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Loans & Subsidy
Loans & Subsidy Applications

[My Applications](#) [Apply For Loan](#)

Loan Applications Items per page: 10

No.	Date Applied	Type	Status	Action
No data available in table				

Search: type here...

[First](#) [Prev](#) [Next](#) [Last](#)

- Click at APPLY LOAN
- Click LOAN TYPE
- Select COMPUTER LOAN
- The screen below will appear:

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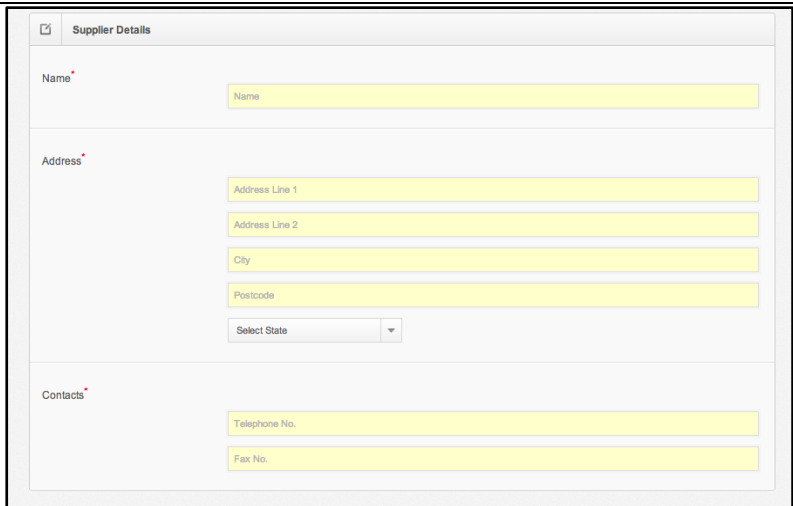
The screenshot shows the 'Loans & Subsidy' application interface. The sidebar on the left contains a 'KIOSK' section with links to 'Change Request', 'Leave Management', 'Vehicle Booking', 'Outpatient Claim', 'Loan & Subsidy', 'Travel & Accommodation', and 'Company Accommodation'. The main content area is titled 'Loans & Subsidy' and 'Apply For Loans/Subsidy'. It features a 'My Applications' button and an 'Apply For Loan' button. The form is divided into several sections: 'Loan Type' with a dropdown menu showing 'Computer Loan'; 'Loan Details' with fields for 'Loan Entitlement(RM)' (8,000), 'Loan Applied(RM)' (empty), and 'Loan Purpose' (dropdown: Select Purpose); 'Supplier Details' with fields for 'Name', 'Address' (Address Line 1, Address Line 2, City, Postcode), 'Select State', and 'Contacts'; 'Guarantor' with fields for 'First Guarantor' (Guarantor Name, Guarantor IC, e.g. 550505-05-5555); and 'Witness' with fields for 'Witness' (Witness Name, Witness IC, e.g. 550505-05-5555). A 'SUBMIT' button is located at the bottom right of the form.

➤ Fill up LOAN DETAILS as below:

This is a close-up of the 'Loan Details' section. It contains three main fields: 'Loan Entitlement(RM)' with the value '8,000', 'Loan Applied(RM)' which is an empty field, and 'Loan Purpose' which is a dropdown menu currently showing 'Select Purpose'.

➤ Fill up SUPPLIER DETAILS as below:

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The 'Supplier Details' form contains the following fields:

- Name***: A text input field.
- Address***: A group of four text input fields labeled 'Address Line 1', 'Address Line 2', 'City', and 'Postcode', followed by a 'Select State' dropdown menu.
- Contacts***: Two text input fields labeled 'Telephone No.' and 'Fax No.'.

➤ Fill up GUARANTOR DETAILS as below:



The 'Guarantor' form contains the following fields:

- First Guarantor***: A group of two text input fields labeled 'Guarantor Name' and 'Guarantor IC', with an example 'e.g. 550505-05-5555' below.

➤ Fill up WITNESS DETAILS as below:



The 'Witness' form contains the following fields:

- Witness***: A group of two text input fields labeled 'Witness Name' and 'Witness IC', with an example 'e.g. 550505-05-5555' below.

➤ Click at SUBMIT

➤ The screen below will appear:

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The screenshot shows a web interface with a green confirmation banner at the top stating "Your application have been submitted" with a green checkmark icon. Below this is a table titled "Loan Applications". The table has five columns: "Date Applied", "Reference No", "Type", "Status", and "Action". It contains 11 rows of data, all with a "Pending" status. The "Action" column contains a print icon for each row. At the bottom of the table, there is a search bar with the placeholder text "Search: type here..." and a pagination control showing "First", "Prev", "1", "2", "3", "4", "5", "Next", and "Last". The table is styled with alternating light blue and white rows.

➤ Your application has been submitted and will be process online


HOW TO APPLY HOUSING SUBSIDY?

To apply housing subsidy you need to:

- Click at KIOSK
- Click at LOAN AND SUBSIDY
- Click at APPLY LOAN
- Click at HOUSING SUBSIDY
- The screen below will appear:

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DASHBOARD

PIM

KIOSK

Change Request

Leave Management

Vehicle Booking

Outpatient Claim

Loan & Subsidy

Travel & Accommodation

Company Accommodation

Welcome, User 1

UDA Headquarters

Notifications 177

Logout

Loans & Subsidy

Apply For Loans/Subsidy

My Applications

Apply For Loan

Loan Type

Loan Type*

Housing Subsidy

Bank Details

Bank Name*

Select Bank

Bank Address*

Address Line 1

Address Line 2

City

Postcode

Select State

Contacts*

Telephone No

Fax No

Property Details

Type of Property*

Select Property Type

Reason*

Select Reason

Price(RM)*

Address

Address Line 1

Address Line 2

City

Postcode

Select State

Developer/Individual Details

Name*

Name

Address*

Address Line 1

Address Line 2

City

Postcode

Select State

Contacts

Telephone No

Fax No

SUBMIT

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➤ Fill up BANK DETAILS as below:

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☒ Bank Details

Bank Name *

Select Bank ▼

Bank Address *

Address Line 1

Address Line 2

City

Postcode

Select State ▼

Contacts *

Telephone No

Fax No

➤ Fill up PROPERTY DETAILS as below:

☒ Property Details

Type of Property *

Select Property Type ▼

Reason *

Select Reason ▼

Price(RM) *

Address

Address Line 1

Address Line 2

City

Postcode

Select State ▼

➤ Fill up DEVELOPER/INDIVIDUAL DETAILS as below:

☒ Developer/Individual Details

Name *

Name

Address *

Address Line 1

Address Line 2

City

Postcode

Select State ▼

Contacts

Telephone No.

Fax No.

- Click at SUBMIT
- Your application has been submitted and will be process online

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HOW TO APPLY HOUSING DISCOUNT?

To apply the housing discount you need to:

- Click at KIOSK
- Click at LOAN And SUBSIDY
- Select LOAN TYPE
- Click at HOUSING DISCOUNT
- The screen will appear as below:

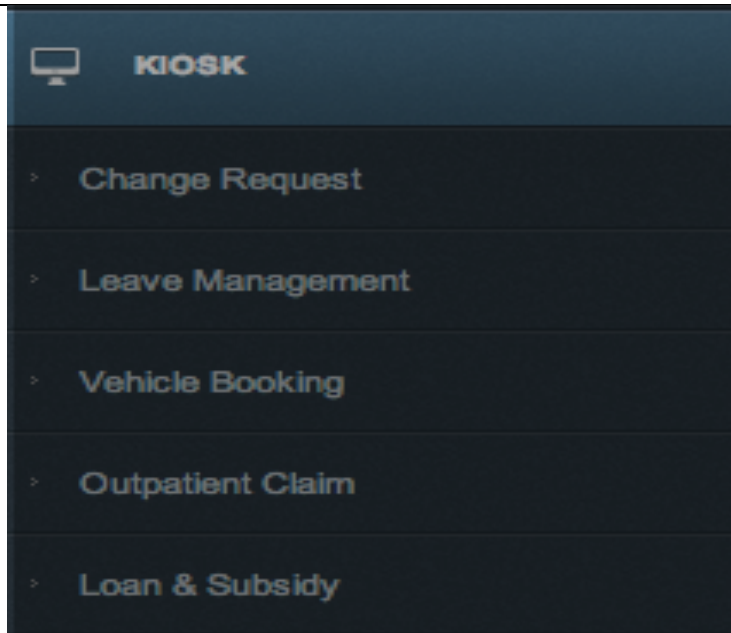
The screenshot displays the 'Loans & Subsidy' application interface. The left sidebar contains a navigation menu with options: DASHBOARD, PIM, KIOSK, Change Request, Leave Management, Vehicle Booking, Outpatient Claim, Loan & Subsidy, Travel & Accommodation, and Company Accommodation. The main content area is titled 'Loans & Subsidy' and 'Apply For Loans/Subsidy'. It features a top bar with 'UDA Headquarters', 'Notifications 177', and a 'Logout' button. Below the title bar are two buttons: 'My Applications' and 'Apply For Loan'. The form is divided into four sections: 'Loan Type' with a dropdown menu set to 'Housing Discount'; 'Bank Details' with fields for 'Bank Name' (dropdown), 'Bank Address' (multiple lines for Address Line 1, Address Line 2, City, Postcode, and a dropdown for State), and 'Contacts' (Telephone No. and Fax No.); and 'Property Details' with fields for 'Type of Property' (dropdown), 'Project Name' (text), 'Developer' (dropdown), 'Price(RM)' (text), and 'Address' (multiple lines for Address Line 1, Address Line 2, City, Postcode, and a dropdown for State). A 'SUBMIT' button is located at the bottom right of the form. The footer text reads 'All rights reserved. UDA HOLDINGS BERHAD'.

- Fill up BANK DETAILS as below:

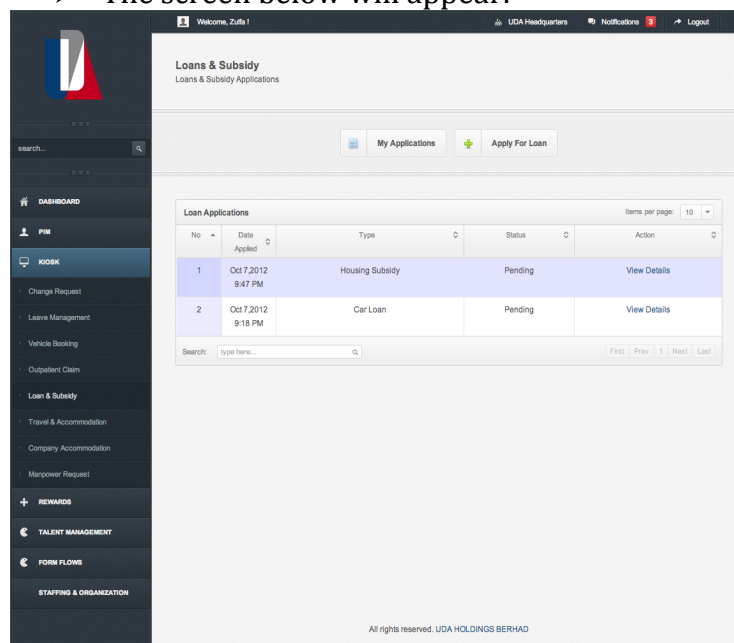
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	<div data-bbox="568 197 1359 680"> </div> <p>➤ Fill up PROPERTY DETAILS as below:</p> <div data-bbox="568 716 1359 1317"> </div> <ul style="list-style-type: none"> ➤ Click at SUBMIT ➤ Your application has been submitted and will be processed online
<p>WHAT IS MY APPLICATION BUTTON?</p>	<p>MY APPLICATION button is where you can see all the status of you loan applications.</p>
<p>HOW TO SEE THE STATUS OF LOAN APPLICATION?</p>	<p>To see the status of the application, you need to:</p> <ul style="list-style-type: none"> ➤ Click at KIOSK ➤ Click at LOAN AND SUBSIDY

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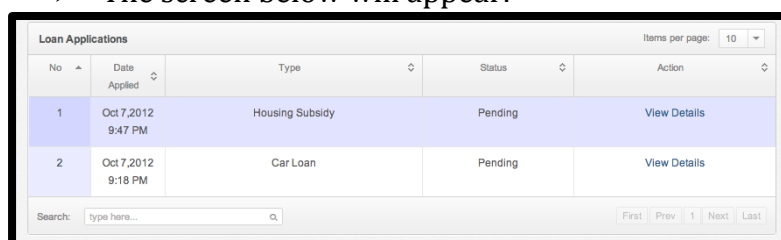


➤ The screen below will appear:



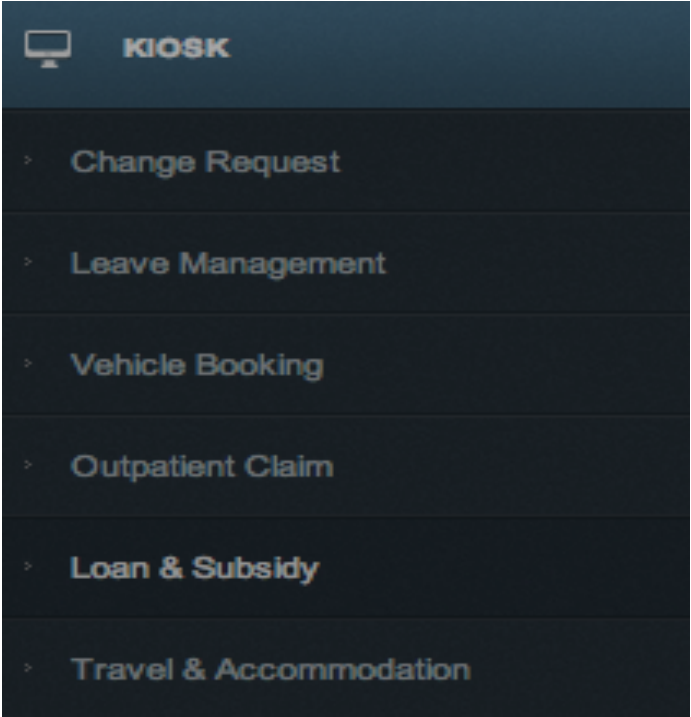
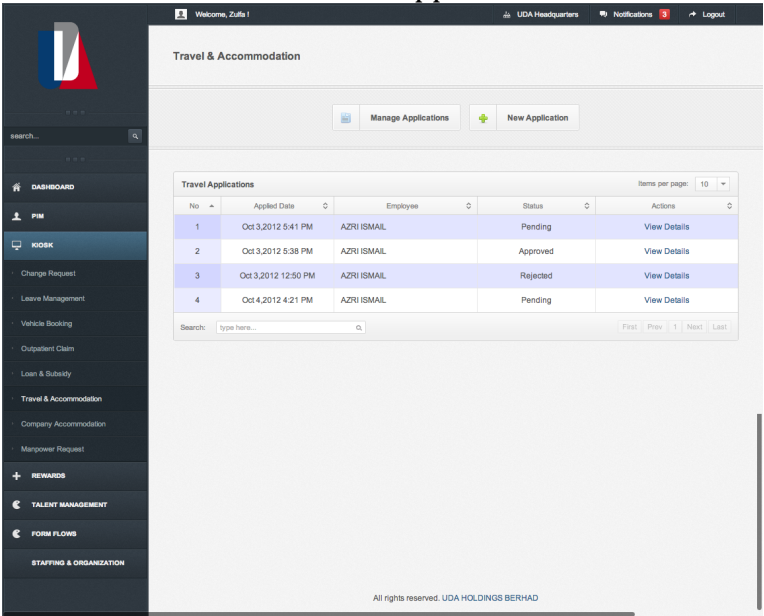
➤ Click at MY APPLICATIONS

➤ The screen below will appear:



➤ You will be able to see you applications status

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<p>WHAT IS TRAVEL & ACCOMODATION PANEL?</p>	<p>Travel & accommodation panel is where you are able to apply and request the air ticket and hotels online.</p>
<p>HOW TO APPLY AND REQUEST FOR AIR TICKET?</p>	<p>To apply and request you need to:</p> <ul style="list-style-type: none"> ➤ Click at KIOSK ➤ Click at TRAVEL AND ACCOMODATION  <p>➤ The screen below will appear:</p>  <ul style="list-style-type: none"> ➤ Click at NEW APPLICATION ➤ The screen below will appear:

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The screenshot shows a web form titled "Booking Details". It contains a section "Book for" with two radio buttons: "Travel/Ticket" (selected) and "Accommodation". Below this is a section "Additional Remarks" with a text input field labeled "Remark". At the bottom right, there are two buttons: "CANCEL" (red) and "SUBMIT" (blue).

- Click at TRAVEL TICKET
- The screen below will appear:

The screenshot shows the "Travel & Accommodation" form in the iHRM 2.0 system. The form is divided into several sections. The "Booking Details" section at the top has a "Book for" section with "Travel/Ticket" selected. Below this is the "Booking Information - Travel / Ticket" section, which includes fields for "Origin" and "Destination" (both "Select Airport" dropdowns), "Journey" (radio buttons for "One Way", "Return", and "Open Ticket"), "Travel By" (a "Choose Travel By" dropdown), "Payment Option" (radio buttons for "Direct Purchase" and "By Company"), "Departure" (date and time fields), "Return" (date and time fields), "Travel Agent" (a "Select Travel Agent" dropdown), and "Purpose of Booking" (a text input field). At the bottom, there is an "Additional Remarks" section with a "Remark" text input field. The form has "CANCEL" and "SUBMIT" buttons at the bottom right. The footer of the page reads "All rights reserved. UDA HOLDINGS BERHAD".

- Click at ORIGIN
- Select AIRPORT
- Click at DESTINATION
- Select AIRPORT
- Select JOURNEY
- Click at TRAVEL BY

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- Select GROUP/INDIVIDUAL
- Click at PAYMENT OPTIONS
- Select DIRECT PURCHASE (applicable for top management) or BY COMPANY
- Click at DEPARTURE
- Select DATE & TIME
- Click at ARRIVAL
- Select DATE & TIME
- Click at TRAVEL AGENT
- Select AGENT
- Type PURPOSE OF BOOKING
- Type at REMARK if necessary
- Click at SUBMIT
- The screen below will appear:

No	Applied Date	Employee	Status	Actions
1	Oct 7, 2012 10:52 PM	ZULFA	Pending	View Details
2	Oct 3, 2012 5:41 PM	AZRI ISMAIL	Pending	View Details
3	Oct 3, 2012 5:38 PM	AZRI ISMAIL	Approved	View Details
4	Oct 3, 2012 12:50 PM	AZRI ISMAIL	Rejected	View Details
5	Oct 4, 2012 4:21 PM	AZRI ISMAIL	Pending	View Details

- Your application has been submitted and will be process online

**HOW TO REQUEST
ACCOMODATION
ONLINE?**

To request accommodation, you need to:

- Click at KIOSK
- Click at TRAVEL AND ACCOMODATION
- Click at NEW APPLICATION
- Click at ACCOMODATION

Book for: ☐ Travel/Ticket ☒ Accommodation

- Fill up all the fields as below:

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Booking Information - Accommodation

Check In: Date, Time (12-hour format)

Check out: Date, Time (12-hour format)

No. of Days: [Text Field]

No. of Guests: [Text Field]

Additional Remarks

Remark: [Text Area]

➤ Click SUBMIT

CANCEL **SUBMIT**

➤ The screen below will appear:

✓ You application has been submitted.

No	Reference No	Applied Date	Status	Actions
1	TA-1-19	Oct 8,2012 10:33 PM	Pending	View Details
2	TA-1-18	Oct 8,2012 3:16 PM	Pending	View Details
3	TA-1-17	Oct 5,2012 6:57 PM	Approved	View Details
4	TA-1-16	Oct 5,2012 5:36 PM	Approved	View Details
5	TA-1-15	Oct 3,2012 5:41 PM	Pending	View Details
6	TA-1-10	Oct 3,2012 5:38 PM	Approved	View Details
7	TA-1-9	Oct 3,2012 12:50 PM	Rejected	View Details

Search: type here... First Prev 1 Next Last

➤ Your application has been submitted and will be process online

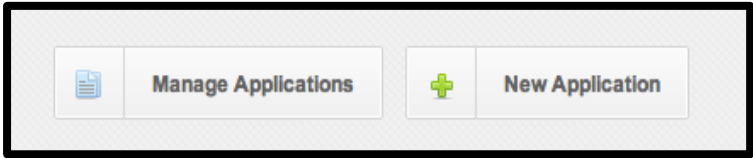
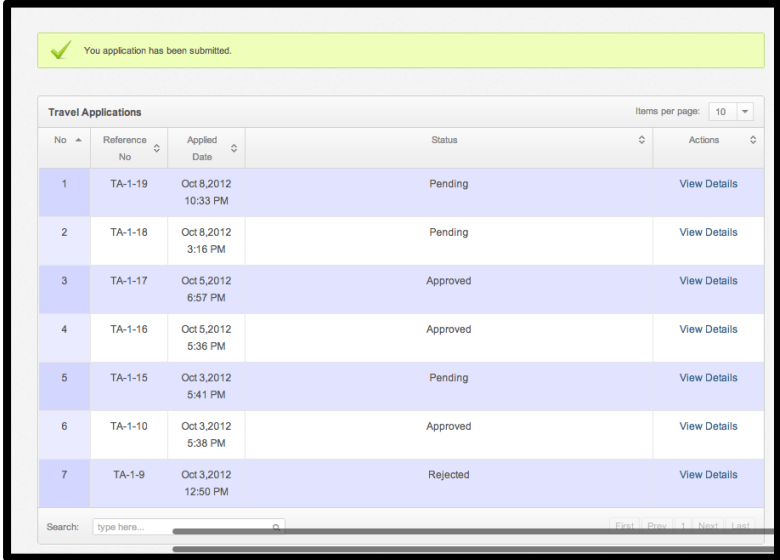
WHAT IS MANAGE APPLICATION BUTTON?

MANAGE APPLICATION is where you are able to see the status of your TRAVEL AND ACCOMODATION applications.




HOW TO SEE THE STATUS?

To see the status you need to:

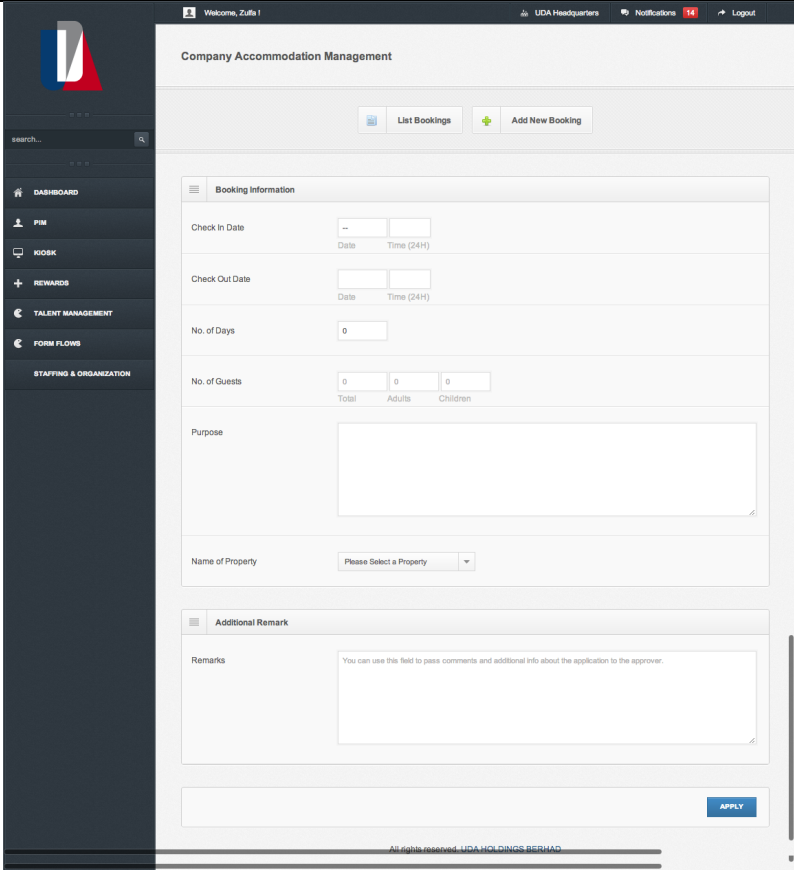
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	<p>➤ Click at MANAGE APPLICATION button</p>  <p>➤ The screen below will appear:</p> 
WHAT IS COMPANY ACCOMODATION PANEL?	COMPANY ACCOMODATION PANEL is where you are able to apply the accommodation that company offer for your vacation online.
HOW TO APPLY COMPANY ACCOMODATION?	<p>To apply COMPANY ACCOMODATION you need to:</p> <ul style="list-style-type: none"> ➤ Click at KIOSK ➤ Click at COMPANY ACCOMODATION

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	<div><div> KIOSK</div><div><div>> Change Request</div><div>> Leave Management</div><div>> Vehicle Booking</div><div>> Outpatient Claim</div><div>> Loan & Subsidy</div><div>> Travel & Accommodation</div><div>> Company Accommodation</div></div></div> <p>➤ Click at ADD NEW BOOKING</p> <div><div> List Bookings</div><div> Add New Booking</div></div> <p>➤ The screen below will appear:</p>
--	--

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	 <ul style="list-style-type: none"> ➤ Select CHECK IN DATE & TIME ➤ Select CHECK OUT DATE & TIME ➤ System will auto generate for no. of days ➤ Key in NO. Of Guest ➤ Type PURPOSE ➤ Select NAME OF PROPERTY ➤ Type additional information at REMARKS if necessary ➤ Click APPLY ➤ Your application has been submitted and will be process online
<p>WHAT IS LIST BOOKING BUTTON?</p>	<p>LIST BOOKING button is where you are able to see the status of your booking.</p>
<p>HOW TO SEE THE STATUS OF YOUR BOOKING?</p>	<p>To see the status, you need to:</p> <ul style="list-style-type: none"> ➤ Click at LIST BOOKINGS ➤ The screen below will appear:

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search...

DASHBOARD

PM

KIOSK

REWARDS

TALENT MANAGEMENT

FORM FLOWS

STAFFING & ORGANIZATION

Welcome, Zulfah I

UDA Headquarters

Notifications 16

Logout

Company Accommodation Management

List Bookings

Add New Booking

Employees

Request Date	Booking No	Destination	Check In	Check Out	Days	Pax	Status	Actions
Oct 8, 2012 14:38:06	CA-01-21	Bangio UDA, Bukit Fraser	Oct 26, 2012 13:00:00	Oct 29, 2012 12:00:00	3	13	Cancelled	
Oct 8, 2012 15:19:23	CA-01-22	Please Select a Property	Oct 8, 2012 01:00:00	Oct 10, 2012 12:00:00	3	5	Cancelled	
Oct 8, 2012 15:22:16	CA-01-23	Beverly Hill Condominium	Oct 8, 2012 13:00:00	Oct 10, 2012 12:00:00	2	4	Pending	
Oct 8, 2012 15:24:56	CA-01-24	Beverly Hill Condominium	Oct 8, 2012 13:00:00	Oct 10, 2012 12:00:00	2	4	Pending	
Oct 8, 2012 15:25:58	CA-01-25	Bangio UDA, Port Dickson	Oct 11, 2012 13:00:00	Oct 22, 2012 12:00:00	11	5	Pending	
Oct 8, 2012 15:27:07	CA-01-26	Bangio KTGR	Oct 13, 2012 13:00:00	Oct 14, 2012 10:00:00	1	5	Pending	
Oct 8, 2012 15:27:55	CA-01-27	Bangio UDA, Bukit Fraser	Oct 31, 2012 13:00:00	Nov 9, 2012 12:00:00	9	2	Pending	
Oct 8, 2012 23:08:30	CA-01-28	Bangio UDA, Bukit Fraser	Oct 11, 2012 13:00:00	Oct 13, 2012 12:00:00	2	8	Pending	

Search: type here...

First Prev 1 Next Last

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